

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
September 18, 2018
McHenry, Maryland 21541

A. COMMUNICATION ITEMS

1. **Call to Order and Attendance:** Chair Morin called the meeting to order at 5:32 p.m. Other board members present included: Dr. Brenda McCartney-Vice-Chair, Ms. Vianne Bell, Ms. Madeleine Collins, Mr. Jason Rush, Ms. Linda Sherbin (in at 6:20 p.m.), and Mr. Duane Yoder (via phone). College administrative staff members present included: Dr. Richard Midcap-President, Mr. James Allen, Mr. Randall Bittinger, Mr. Robert Kerns, and Ms. Julie Yoder. College Administrative Staff Members absent included: Dr. Qing Yuan. Guests present included: Christa Bowser and Carolyn Deniker-Faculty Senate Co-Chairs, and Ms. Shelley Menear-Director of Equity and Compliance.

Chair Morin then presented a thank you gift to Trustee Bell for all of the years that she served as Board Chair. Trustee Bell was very appreciative.

2. **Communication from the Public:** None at this time.
3. **Faculty Senate, Staff Senate, and SGA Updates:** Ms. Bowser reported that Faculty Senate recently held officer elections and that she and Ms. Deniker would continue to serve as Co-chairs. Dr. Midcap also attended a recent meeting. Classes are going well so far.
4. **Approval/Changes to the Agenda:** Chair Morin asked to move item 5.b. MHEC Institutional Performance Accountability Report from the consent agenda to be discussed under B.4. and the current item B.4. STEM Building Room Namings will be discussed last as the new item B.5. Also, Item B.3.b. Summary of OPEB Principal Plan Provisions was added to the agenda. On a motion by Trustee Bell, seconded by Trustee Collins, the board approved the agenda with the above noted changes (Vote=6-0-0).
5. **CONSENT AGENDA:** On a motion by Trustee Bell, seconded by Trustee Collins, the board unanimously approved the consent agenda with the changes noted in A.4. Approval/Changes to the Agenda and items listed below (Vote=6-0-0):
 - a. Approval of the minutes from the July 17, 2018 Regular Meeting
6. **Report of the Chair of the Board:** Chair Morin reported that we had great board representation at the recent STEM Grand Opening Ceremony. The event was conducted very professionally and everyone was very excited to see the 3D dissection table (Anatomage table). Other members also commented on the successful event and thanked Professor Bowser and Professor Deniker for their thorough explanation and presentation of the Anatomage table.

- a. Upcoming Events:** October 24th – President’s Circle Breakfast in the GIEC Building Room #111 at 8:30 a.m. and the Athletic Hall of Fame Induction Ceremony will be held on Saturday, October 27, 2018 at 6:00 p.m. in the CARC gymnasium.
 - b. Board Stipend Authorization Forms:** Members were reminded to turn in their stipend authorization forms to Ms. Knepp in the President’s Office.
- 7. Report of Board Members:** Trustee Bell reported that she was chairing the bylaw subcommittee which also included Trustee Sherbin and Trustee Yoder.
- 8. Report of the President of the College:** In addition to the previously submitted report on file, Dr. Midcap reported on the progress of the CEPAC Steering Committee which plans to meet monthly.
- 9. College Administrative Reports:**
 - a. Garrett College Financial Reports:** Vice President Bittinger noted that copies of updated financial reports were passed out to members this evening since some information was missing in the previously distributed reports. He then summarized the budget at the end of FY18.
 - b. College Administrative Reports:** Board Members asked several clarifying questions related to the previously distributed administrative reports.

B. DISCUSSION/ACTION/INORMATION ITEMS:

- 1. Policy Review and Approval:**
 - **College Catalog Policy:** On a motion by Trustee Bell, seconded by Chair Morin, the board unanimously approved the College Catalog Policy as distributed (Vote=7-0-0).
 - **Campus Access Policy:** On a motion by Trustee Bell, seconded by Chair Morin, the board unanimously approved the Campus Access Policy as discussed, updated, and distributed during the meeting (Vote=7-0-0).
 - **Equity Grievance Policy:** Board members noted a few typographical updates to page 9 and page 11 of this document. On a motion by Trustee Collins, seconded by Trustee Rush, the board unanimously approved the policy as discussed and updated during the meeting (Vote=7-0-0).

- **Federal Award Requirements (*Procedural Update*):** This item was presented as an information only item since it did not involve any changes to the policy, only the procedures section.
 - **Minors on Campus:** On a motion by Trustee Bell, seconded by Trustee Collins, the board unanimously approved the Minors on Campus Policy as discussed, updated, and distributed during the meeting (Vote=7-0-0).
 - **Pregnant and Parenting Policy:** On a motion by Trustee Rush, seconded by Vice-Chair McCartney, the board unanimously approved the Pregnant and Parenting Policy as discussed, updated, and distributed during the meeting (Vote=7-0-0).
 - **Social Media Policy (*Procedural Update*):** This item was presented as an information only item since it did not involve any changes to the policy, only the procedures section.
2. **Strategic Plan Revisions-Initiative II:** This information was previously emailed to Board Members on August 17, 2018 with a detailed explanation. On a motion by Vice-Chair McCartney, seconded by Trustee Collins, the board unanimously approved the revisions to Initiative II of the Strategic Plan as distributed (Vote=7-0-0).
3. **a. OPEB Funding Intent Resolution:** This information was previously emailed to Board Members along with the following detailed explanation. The board has indicated its intent to continue the strategy begun in FY19 to fund the college's OPEB liability. It is requested that the board formalize that intent by approving the resolution previously distributed. That action will: Increase the College's discount rate from 3.87% to 6.50%; reduce the College's OPEB liability by about \$700,000 to \$1,827,246; and goes only to *intent* without handcuffing the board in the event some unexpected fiscal emergency prevents the board from following through on its intention. On a motion by Trustee Bell, seconded by Chair Morin, the board unanimously approved the 2019-01 Board of Trustee OPEB Funding Resolution as distributed (Vote=7-0-0).
- b. OPEB Summary of Principal Plan Provisions:** Garrett College updated the Principal Plan Provisions as of June 30, 2018 for OPEB specifically for Garrett College Employees. This plan document update must be formally approved for auditing purposes. On a motion by Trustee Bell, seconded by Vice-Chair McCartney, the board unanimously approved the Summary of Principal Plan Provisions Adopted by Garrett College Board of Trustees as of 6/30/2018 (Vote=7-0-0).

4. MHEC Institutional Performance Accountability Report: Board members asked some clarifying questions about this previously distributed report, which President Midcap and Mr. Allen answered. Trustee Bell then discussed some updates that needed to be made to the report, specifically on page 11 under the Community Outreach and Impact Section. The paragraph titled “GC partners with elementary schools on diversity program” should be updated with additional number of visits and students before submission of the report. President Midcap and Mr. Allen acquired the updated information and will make the necessary changes immediately. On a motion by Trustee Collins, seconded by Trustee Sherbin, the board unanimously approved the report with the appropriate updates discussed during the meeting (Vote=7-0-0).

5. STEM Building Room Namings: After some discussion in Executive Session, the board reconvened the Open Session Meeting (see specifics below under the adjournment section) to vote on the updates to the STEM Building Room Namings since the last board meeting. On a motion by Chair Morin, seconded by Trustee Bell, the board unanimously approved the updated STEM Building Room Namings as distributed (Vote=7-0-0).

C. EXECUTIVE SESSION: On a motion by Trustee Bell, seconded by Trustee Collins, the board unanimously recessed the Open Session at 6:40 p.m. for the purpose of convening an executive session to discuss the following matters (*see also the attached Exclusionary Basis for Closing a Meeting Sheet*) and related exceptions covered under the Maryland Open Meetings Act (Vote=7-0-0).

1. Personnel (1)
2. STEM Building Room Namings (2)

D. ADJOURNMENT: The Board reconvened the Open Session Meeting at 7:44 p.m. to vote on the STEM Building Room Namings to date. On a motion by Chair Morin, seconded by Trustee Bell, the board unanimously approved the room titles and associated names for the STEM Building Room Namings to date/as distributed (Vote=7-0-0).

On a motion by Trustee Bell, seconded by Trustee Collins, the board then adjourned the meeting at 7:46 p.m.

Summary of the September 18, 2018 Board Executive/Closed Session Meeting: A closed session of the Garrett College Board of Trustees was held on Tuesday, September 18, 2018 in the College Board Room. The purpose of this session was to discuss confidential matters related to Personnel and the STEM Building Room Namings. Each board member voted to close the session pursuant to the Maryland State General Provisions Article §3-305(b). Seven board members were present for this closed session (see the “roll call” section of the minutes for details). Dr. Richard Midcap, President was also present for this session.

Respectfully submitted by:

Richard Midcap, Ed.D.
President, Garrett College
Secretary/Treasurer, GC Board of Trustees

Don Morin
Chair
Garrett College Board of Trustees

EXCLUSIONARY BASIS FOR CLOSING A MEETING: The Board of Trustees of Garrett College adheres to the Open Meetings Act of the State of Maryland. The topics discussed and the exclusions permitting the Board to meet in closed session are stated below: **Date:** September 18, 2018 **Time:** 6:40 p.m.

Location: Garrett College, Rm #211 **Motion By:** Trustee Bell **Seconded By:** Trustee Collins

Vote to Close Session:

BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT	TOTALS
Mr. Don Morin, Chair	√				
Dr. Brenda McCartney, Vice-Chair	√				
Ms. Vianne Bell	√				
Ms. Madeleine Collins	√				
Mr. Jason Rush	√				
Ms. Linda Sherbin	√				
Mr. Duane Yoder	√				

STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article §3-305(b) (formerly State Government Article, §10-5089A)); MD Code; Title10-Open Meetings Act - CHECK ALL THAT APPLY:

- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- (2) To protect the privacy or reputation of individuals concerning a matter not related to public business;
- (3) To consider the acquisition of real property for a public purpose and matters directly related thereto;
- (4) To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- (5) To consider the investment of public funds.
- (6) To consider the marketing of public securities;
- (7) To consult with counsel to obtain legal advice on a legal matter;
- (8) To consult with staff, consultants, or other individuals about pending or potential litigation;
- (9) To conduct collective bargaining negotiations or consider matters that relate to the negotiations;
- (10) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans;
- (11) To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- (12) To conduct or discuss an investigative proceeding on actual or possible criminal conduct.
- (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (14) Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

Personnel (1)	
STEM Donor Namings (2)	

This statement is made by Don Morin, Chair

Signature of Presiding Officer: (See signed document on file in the President’s Office).